Right of Way Checklist for Local Public Agents Self-Administering Process

Environmental Clearance Date Authorization to Proceed (Form PR2X from FHWA) Date The following needs to be approved by ADOT Right of way prior to being used: Offer Letter (Copy prior to sending it out) Summary Statement (Copy that will be used) Copy of design plans (high-light new right of way) Copy of notes on any property donations Copy of Appraisal and Review Appraisal sheet Copy of the authorized "Just Compensation" (printed name and signed) and the amount Items to be submitted to ADOT when requesting Right of Way Clearance, when new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of re-appraisal if applicable and appraisal review slip Copy of summary statements Copy of 100% design plans with new R/W highlighted Copy of agents' contact log/diary (signed by agents) Copy of all correspondence from property owners Copy of the "JUST COMPENSATION" memo and the amount (signed by authorized person) Copy of any administrative settlements and their justification in a written memo to the acquisition file Copy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved: Copy of the "Eligibility Determination" worksheet Copy of the moving estimate and /or self move paperwork Copy of all final paperwork concerning move Property Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	First Items Needed:
The following needs to be approved by ADOT Right of way prior to being used: Offer Letter (Copy prior to sending it out) Summary Statement (Copy that will be used) Copy of design plans (high-light new right of way) Copy of notes on any property donations Copy of Appraisal and Review Appraisal sheet Copy of the authorized "Just Compensation" (printed name and signed) and the amount Items to be submitted to ADOT when requesting Right of Way Clearance, when new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of re-appraisal if applicable and appraisal review slip Copy of offer letters (signed) Copy of summary statements Copy of 100% design plans with new R/W highlighted Copy of agents' contact log/diary (signed by agents) Copy of all correspondence from property owners Copy of the "JUST COMPENSATION" memo and the amount (signed by authorized person) Copy of any administrative settlements and their justification in a written memo to the acquisition file Copy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved: Copy of the "Eligibility Determination" worksheet Copy of the moving estimate and /or self move paperwork Copy of all final paperwork concerning move Property Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	Environmental Clearance Date
Offer Letter (Copy prior to sending it out) Summary Statement (Copy that will be used) Copy of design plans (high-light new right of way) Copy of notes on any property donations Copy of Appraisal and Review Appraisal sheet Copy of the authorized "Just Compensation" (printed name and signed) and the amount Items to be submitted to ADOT when requesting Right of Way Clearance, when new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of re-appraisal if applicable and appraisal review slip Copy of offer letters (signed) Copy of summary statements Copy of 100% design plans with new R/W highlighted Copy of agents' contact log/diary (signed by agents) Copy of all correspondence from property owners Copy of the "JUST COMPENSATION" memo and the amount (signed by authorized person) Copy of any administrative settlements and their justification in a written memo to the acquisition file Copy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved: Copy of all letters to property owner and any correspondence to property owner in conjunction with condemnation If relocation is involved: Copy of the "Eligibility Determination" worksheet Copy of the moving estimate and /or self move paperwork Copy of all final paperwork concerning move Property Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	Authorization to Proceed (Form PR2X from FHWA) Date
Summary Statement (Copy that will be used) Copy of design plans (high-light new right of way) Copy of notes on any property donations Copy of Appraisal and Review Appraisal sheet Copy of the authorized "Just Compensation" (printed name and signed) and the amount Items to be submitted to ADOT when requesting Right of Way Clearance, when new Right of Way is required: Certification of Right of Way form completed and signed (original)Copy of re-appraisal if applicable and appraisal review slipCopy of summary statementsCopy of summary statementsCopy of agents' contact log/diary (signed by agents)Copy of all correspondence from property ownersCopy of all correspondence from property ownersCopy of the "JUST COMPENSATION" memo and the amount (signed by authorized person)Copy of any administrative settlements and their justification in a written memo to the acquisition fileCopy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved:Copy of the "Eligibility Determination" worksheetCopy of all letters to property owner and any correspondenceCopy of all final paperwork concerning moveProperty Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required:Cretification of Right of Way form completed and signed (original)Copy of 95% design plans	The following needs to be approved by ADOT Right of way prior to being used:
Copy of design plans (high-light new right of way) Copy of notes on any property donations Copy of Appraisal and Review Appraisal sheet Copy of the authorized "Just Compensation" (printed name and signed) and the amount Items to be submitted to ADOT when requesting Right of Way Clearance, when new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of re-appraisal if applicable and appraisal review slip Copy of offer letters (signed) Copy of summary statements Copy of 100% design plans with new R/W highlighted Copy of agents' contact log/diary (signed by agents) Copy of all correspondence from property owners Copy of the "JUST COMPENSATION" memo and the amount (signed by authorized person) Copy of any administrative settlements and their justification in a written memo to the acquisition file Copy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved: Copy of all letters to property owner and any correspondence Copy of the "Eligibility Determination" worksheet Copy of all final paperwork concerning move Property Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	Offer Letter (Copy prior to sending it out)
Copy of Appraisal and Review Appraisal sheet Copy of the authorized "Just Compensation" (printed name and signed) and the amount Items to be submitted to ADOT when requesting Right of Way Clearance, when new Right of Way is required:	Summary Statement (Copy that will be used)
Copy of Appraisal and Review Appraisal sheet Copy of the authorized "Just Compensation" (printed name and signed) and the amount Items to be submitted to ADOT when requesting Right of Way Clearance, when new Right of Way is required:	Copy of design plans (high-light new right of way)
Items to be submitted to ADOT when requesting Right of Way Clearance, when new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of re-appraisal if applicable and appraisal review slip Copy of offer letters (signed) Copy of summary statements Copy of agents' contact log/diary (signed by agents) Copy of all correspondence from property owners Copy of any administrative settlements and their justification in a written memo to the acquisition file Copy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved: Copy of the "Eligibility Determination" worksheet Copy of all letters to property owner and any correspondence Copy of all final paperwork concerning move Property Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	
Items to be submitted to ADOT when requesting Right of Way Clearance, when new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of re-appraisal if applicable and appraisal review slip Copy of offer letters (signed) Copy of summary statements Copy of agents' contact log/diary (signed by agents) Copy of all correspondence from property owners Copy of any administrative settlements and their justification in a written memo to the acquisition file Copy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved: Copy of the "Eligibility Determination" worksheet Copy of all letters to property owner and any correspondence Copy of all final paperwork concerning move Property Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	Copy of Appraisal and Review Appraisal sheet
mew Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of re-appraisal if applicable and appraisal review slip Copy of offer letters (signed) Copy of summary statements Copy of 100% design plans with new R/W highlighted Copy of agents' contact log/diary (signed by agents) Copy of all correspondence from property owners Copy of the "JUST COMPENSATION" memo and the amount (signed by authorized person) Copy of any administrative settlements and their justification in a written memo to the acquisition file Copy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved: Copy of all letters to property owner and any correspondence Copy of the "Eligibility Determination" worksheet Copy of all final paperwork concerning move Property Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	17 11
Certification of Right of Way form completed and signed (original) Copy of re-appraisal if applicable and appraisal review slip Copy of offer letters (signed) Copy of summary statements Copy of 100% design plans with new R/W highlighted Copy of agents' contact log/diary (signed by agents) Copy of all correspondence from property owners Copy of the "JUST COMPENSATION" memo and the amount (signed by authorized person) Copy of any administrative settlements and their justification in a written memo to the acquisition file Copy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved: Copy of all letters to property owner and any correspondence Copy of the "Eligibility Determination" worksheet Copy of all final paperwork concerning move property Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	Items to be submitted to ADOT when requesting Right of Way Clearance, when
Copy of offer letters (signed) Copy of offer letters (signed) Copy of summary statements Copy of 100% design plans with new R/W highlighted Copy of agents' contact log/diary (signed by agents) Copy of all correspondence from property owners Copy of the "JUST COMPENSATION" memo and the amount (signed by authorized person) Copy of any administrative settlements and their justification in a written memo to the acquisition file Copy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved: Copy of all letters to property owner and any correspondence Copy of the "Eligibility Determination" worksheet Copy of the moving estimate and /or self move paperwork Copy of all final paperwork concerning move Property Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	new Right of Way is required:
Copy of offer letters (signed) Copy of summary statements Copy of 100% design plans with new R/W highlighted Copy of agents' contact log/diary (signed by agents) Copy of all correspondence from property owners Copy of the "JUST COMPENSATION" memo and the amount (signed by authorized person) Copy of any administrative settlements and their justification in a written memo to the acquisition file Copy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved: Copy of all letters to property owner and any correspondence Copy of the "Eligibility Determination" worksheet Copy of the moving estimate and /or self move paperwork Copy of all final paperwork concerning move Property Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	Certification of Right of Way form completed and signed (original)
Copy of summary statements Copy of 100% design plans with new R/W highlighted Copy of agents' contact log/diary (signed by agents) Copy of all correspondence from property owners Copy of the "JUST COMPENSATION" memo and the amount (signed by authorized person) Copy of any administrative settlements and their justification in a written memo to the acquisition file Copy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved: Copy of all letters to property owner and any correspondence Copy of the "Eligibility Determination" worksheet Copy of the moving estimate and /or self move paperwork Copy of all final paperwork concerning move Property Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	Copy of re-appraisal if applicable and appraisal review slip
Copy of summary statements Copy of 100% design plans with new R/W highlighted Copy of agents' contact log/diary (signed by agents) Copy of all correspondence from property owners Copy of the "JUST COMPENSATION" memo and the amount (signed by authorized person) Copy of any administrative settlements and their justification in a written memo to the acquisition file Copy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved: Copy of all letters to property owner and any correspondence Copy of the "Eligibility Determination" worksheet Copy of the moving estimate and /or self move paperwork Copy of all final paperwork concerning move Property Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	Copy of offer letters (signed)
Copy of agents' contact log/diary (signed by agents)Copy of all correspondence from property ownersCopy of the "JUST COMPENSATION" memo and the amount (signed by authorized person)Copy of any administrative settlements and their justification in a written memo to the acquisition fileCopy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved:Copy of all letters to property owner and any correspondenceCopy of the "Eligibility Determination" worksheetCopy of the moving estimate and /or self move paperworkCopy of all final paperwork concerning moveProperty Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required:Certification of Right of Way form completed and signed (original)Copy of 95% design plans	Copy of summary statements
Copy of all correspondence from property ownersCopy of the "JUST COMPENSATION" memo and the amount (signed by authorized person)Copy of any administrative settlements and their justification in a written memo to the acquisition fileCopy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved:Copy of all letters to property owner and any correspondenceCopy of the "Eligibility Determination" worksheetCopy of the moving estimate and /or self move paperworkCopy of all final paperwork concerning moveProperty Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required:Certification of Right of Way form completed and signed (original)Copy of 95% design plans	Copy of 100% design plans with new R/W highlighted
Copy of the "JUST COMPENSATION" memo and the amount (signed by authorized person)Copy of any administrative settlements and their justification in a written memo to the acquisition fileCopy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved:Copy of all letters to property owner and any correspondenceCopy of the "Eligibility Determination" worksheetCopy of the moving estimate and /or self move paperworkCopy of all final paperwork concerning moveProperty Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required:Certification of Right of Way form completed and signed (original)Copy of 95% design plans	Copy of agents' contact log/diary (signed by agents)
authorized person) Copy of any administrative settlements and their justification in a written memo to the acquisition file Copy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved: Copy of all letters to property owner and any correspondence Copy of the "Eligibility Determination" worksheet Copy of the moving estimate and /or self move paperwork Copy of all final paperwork concerning move Property Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	Copy of all correspondence from property owners
Copy of any administrative settlements and their justification in a written memo to the acquisition fileCopy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved: Copy of all letters to property owner and any correspondence	Copy of the "JUST COMPENSATION" memo and the amount (signed by
memo to the acquisition file Copy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved: Copy of all letters to property owner and any correspondence Copy of the "Eligibility Determination" worksheet Copy of the moving estimate and /or self move paperwork Copy of all final paperwork concerning move Property Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	authorized person)
Copy of any condemnation proceedings and all correspondence to property owner in conjunction with condemnation If relocation is involved: Copy of all letters to property owner and any correspondence Copy of the "Eligibility Determination" worksheet Copy of the moving estimate and /or self move paperwork Copy of all final paperwork concerning move Property Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	Copy of any administrative settlements and their justification in a written
owner in conjunction with condemnation If relocation is involved: Copy of all letters to property owner and any correspondence Copy of the "Eligibility Determination" worksheet Copy of the moving estimate and /or self move paperwork Copy of all final paperwork concerning move Property Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	memo to the acquisition file
If relocation is involved: Copy of all letters to property owner and any correspondenceCopy of the "Eligibility Determination" worksheetCopy of the moving estimate and /or self move paperworkCopy of all final paperwork concerning moveProperty Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required:Certification of Right of Way form completed and signed (original)Copy of 95% design plans	Copy of any condemnation proceedings and all correspondence to property
Copy of all letters to property owner and any correspondenceCopy of the "Eligibility Determination" worksheetCopy of the moving estimate and /or self move paperworkCopy of all final paperwork concerning moveProperty Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required:Certification of Right of Way form completed and signed (original)Copy of 95% design plans	owner in conjunction with condemnation
Copy of the "Eligibility Determination" worksheetCopy of the moving estimate and /or self move paperworkCopy of all final paperwork concerning moveProperty Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required:Certification of Right of Way form completed and signed (original)Copy of 95% design plans	
Copy of the moving estimate and /or self move paperworkCopy of all final paperwork concerning moveProperty Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required:Certification of Right of Way form completed and signed (original)Copy of 95% design plans	
Copy of all final paperwork concerning moveProperty Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required:Certification of Right of Way form completed and signed (original)Copy of 95% design plans	
Property Vacate date Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	
Items to be submitted to ADOT when requesting Right of Way Clearance, when no new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	
new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	Property Vacate date
new Right of Way is required: Certification of Right of Way form completed and signed (original) Copy of 95% design plans	Items to be submitted to ADOT when requesting Dight of Wey Clearance when no
Certification of Right of Way form completed and signed (original)Copy of 95% design plans	
Copy of 95% design plans	
1.	
Date of any Right of Way previously acquired and by what means (i.e.	Opy of 95 % design plansDate of any Right of Way previously acquired and by what means (i.e.
donations, dedications or by purchase)	